

APPLICATION FORM

Wolverton Swimming & Fitness Centre
Section 1

Ref:

Position applied for:

COMPETENCY APPLICATION FORM
(CONFIDENTIAL)

1. Educational, Technical and Professional Qualifications

Please give details of all qualifications gained and the levels attained. Start with qualifications achieved at school. Name any relevant professional bodies in full.		
Dates From and To	Qualification and Grade/Level	Institution

2. Personal and Professional Development

Include, with dates, any courses you have undertaken with outcomes where applicable, including details of any child protection training that you have undertaken. Also show here membership of relevant groups or bodies, any voluntary work, extra-curricular interests or responsibilities.

Please continue on a separate sheet if necessary, giving page number and title heading

Section 1

**COMPETENCY APPLICATION FORM
(CONFIDENTIAL)**

3. Employment History

Please give details of ALL posts held, including part time and unpaid work, since leaving full-time education. Please complete the columns by entering the most recent information first. Please do not leave any gaps in the history; explaining any gaps in employment e.g. raising a family, travelling, period of unemployment.

Dates From and To (Month/Year)	Employer (Name and Full Address)	Posts Held/Key Achievements	Reason for Leaving

Please continue on a separate sheet if necessary, giving page number and title heading

Section 1

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4. Relevant Skills, Knowledge and Experience

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role as outlined in the Job Description and Person Specification. You should draw on your experiences from your current role or from other relevant situations such as extra-curricular interests or responsibilities, or activities outside work. You should also outline here why, in your opinion, Wolverton Leisure Trust should employ you.

5. Hobbies and Interests

Please continue on a separate sheet if necessary, giving page number and title heading

Section 2

PERSONAL INFORMATION (CONFIDENTIAL)

Position applied for:

1. Personal Details

Title:	Miss/Mrs/Mr/Ms/Dr/Other (Delete as appropriate)		
Surname:		First Name/s:	
Former Name/s:			
Address:			
Post Code:			
Contact details: (Please give details and then tick the preferred method of contact)			
Email address:			
Telephone	Home:		
	Business:		
	Mobile:		
National Insurance Number:			
Please state here any connections you may have with Wolverton Leisure Trust.			

Are there any adjustments or special arrangements that may be required to be made should you be invited for interview? If so, please state here:

2. General

Please give details of two people who are not related to you, from whom references about your suitability for the post can be obtained, one of whom **must** be your present or most recent employer. In the absence of previous employment experience, a reference from your head teacher/tutor or one relating to relevant voluntary work is acceptable.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Tel. No.	Tel. No.
Email:	Email:
How long has the referee known you?	How long has the referee known you?
In what capacity does the referee know you?	In what capacity does the referee know you?
Please tick this box if you do not want this referee to be contacted prior to interview. <input type="checkbox"/>	Please tick this box if you do not want this referee to be contacted prior to interview. <input type="checkbox"/>

Section 2

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Do you hold a current driving licence? Yes/No	
Is it *Full/Provisional/LGV/PCV licence?	* Delete as appropriate
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES/NO * Delete as appropriate	
If Yes, please provide details:	
If you are successful in your application, would you require a work permit prior to taking up employment? YES/NO * Delete as appropriate	
Notice required by your current employer:	
Current salary (if part-time, please state your full-time equivalent salary):	

Data Protection Statement

The information that you provide on this form, and that obtained from other relevant sources, will be used to process your application for employment. The personal information that you give to the Wolverton Leisure Trust will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the Wolverton Leisure Trust the information that you provide will be used in the administration of your employment with us, and to provide you with information about the Wolverton Leisure Trust, or a third party, via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties, or with other information held by us. We may also use it to pass to certain third parties as information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data, (as described above).

3. Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions, reprimands, final warnings and bind-overs, **including those regarded as 'spent' must** be declared. Please tick the box below as appropriate:

I have no convictions, cautions, reprimands, final warnings, or bind-overs. I have not been disqualified from working with children. I am not named on ISA Children's Barred List (previously List 99 and the Protection of Children Act List). I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council).

OR

I have attached details in relation to the above, including any convictions, cautions, reprimands, final warnings, or bind-overs in a sealed envelope marked 'confidential'.

I declare that the information I have given in this application form is accurate and true. I understand that Wolverton Leisure Trust is committed to safeguarding and promoting the welfare of children and that the Trust will undertake all relevant checks, including an enhanced check with the Disclosure and Barring Service. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature: _____ **Date:** _____

Please return your completed application form to:
Recruitment, Wolverton Swimming and Fitness Centre, Addington Avenue, Wolverton, Milton Keynes, MK12 5GH

Section 2

Position applied for:

EQUALITY MONITORING
(CONFIDENTIAL)

This section will be detached from your application and will be used solely for monitoring purposes. Once the evaluation has been completed this information will be destroyed. You may choose not to complete this section, or parts of it.

Wolverton Leisure Trust recognises and actively promotes the benefits of a diverse workforce, and is committed to treating all employees with dignity and respect, regardless of sex, gender reassignment, pregnancy and maternity, race, (which includes colour, nationality, ethnic or national origins), sexual orientation, religion or belief, age, disability, offending background or because someone is married or is a civil partner. We therefore welcome applications from all sections of the community.

Please indicate your ethnic origin by ticking the appropriate box below

White:

British
 Irish
 Any other White background*

Mixed:

White & Black Caribbean
 White & Black African
 White & Asian
 Any other Mixed background*

Black or Black British:

Caribbean
 African
 Any other Black background*

Asian or Asian British:

Indian
 Pakistani
 Bangladeshi
 Any other Asian background*

Chinese or Other Ethnic Group:

Chinese
 Other Ethnic Group*

*Please specify

Sex: Please specify		Religion/Belief: Please specify	
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Date of Birth:		Status: Single/Married/Other*	(*Please specify)
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The Equality Act defines disability as ‘A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities’.

Do you consider yourself to have a disability?

YES/NO

If yes, please state the nature of the disability :